



DEPARTMENT OF THE NAVY  
COMMANDER AMPHIBIOUS GROUP THREE  
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SAN DIEGO, CALIFORNIA 92136-5289

COMPHIBGRUTHREEINST 1300.1  
16 MAY 95

COMPHIBGRU THREE INSTRUCTION 1300.1

Subj: ADMINISTRATIVE GUIDANCE FOR PERSONNEL REMAINING BEHIND  
DURING UNDERWAY PERIODS/DEPLOYMENT

Ref: (a) COMNAVSURFPACINST 1300.1  
(b) COMNAVSURFPACINST 1320.1  
(c) MILPERSMAN 3620100.4

1. Purpose. To provide guidance and procedures to be followed when personnel remain behind during underway periods/ deployment.

2. Background. The Staff routinely receives personnel TAD from PHIBGRU THREE ships during underway periods/deployment. This instruction is intended to assist in ensuring the best possible administrative assistance can be provided to each individual that remains behind.

3. Action

a. Reference (a) is the COMNAVSURFPAC Personnel Management Handbook. Section 207 provides administrative guidance to follow when leaving personnel behind during underway periods/deployment and is summarized below:

(1) Personnel may not be arbitrarily left behind upon deployment. Appropriate coordination/concurrence of receiving activity and/or authority from TYCOM is required in each instance. Additionally, TADTAR accounting data must be provided to cover reimbursable expenses and, when appropriate, transportation costs for return to permanent duty station OUTUS. If a TEMADD period encompasses two fiscal years, new accounting data must be provided in accordance with para 4203 of reference (b).

(2) Separation or retirement leave which extends beyond deployment commencement date necessitates TEMDU transfer to a separation activity ashore prior to commencement of a terminal leave period. Permission for terminal leave must be obtained from the separation activity. Separation activities are listed in the MILPERSMAN; COMPHIBGRU THREE is not a separation activity.

(3) Returnable school quotas should be scheduled to allow completion of training prior to deployment date per para 2102.c(3) of reference (b). In exceptional cases, e.g., critical

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NEC or programmed school input quotas, ensure that funding has been allocated in the TEMADD orders for per diem and return transportation OUTUS.

(4) Personnel on emergency leave which extends beyond deployment commencement date shall be provided instructions to report to an appropriate PERSUPPDET in ship's homeport upon expiration of leave for return transportation to ship. (If an individual is on leave in the area of a different West Coast PERSUPPDET, alternate reporting instructions may be appropriate to conserve personal expenditures.) The member's travel OUTUS when returning from emergency leave must be funded from ship's TADTAR. Tango number and complete accounting data shall be provided to the member in conjunction with instructions to report to PERSUPPDET. This may be accomplished by sending a telegram to the member at the leave address, with the appropriate PERSUPPDET as information addressee. When the command is aware - prior to commencement of emergency leave - that return transportation OUTUS will be required, funded emergency leave TEMADD orders are to be issued with accounting data at the time leave commences. In such cases, ensure that a statement is included in Block 21 of the TEMADD Travel Order (NAVPERS 1320/16) to the effect that "Funding is provided for return travel OUTCONUS only." Additionally, a passenger reservation request should be initiated prior to commencement of emergency leave so that member's return to the ship will be expedited. (This step also eliminates the need to check in with the PERSUPPDET, since the NAVPTO port call will establish expiration of chargeable leave period.)

b. The following guidelines are provided when personnel are to be sent TAD to COMPHIBGRU THREE:

(1) Ensure COMPHIBGRU THREE is informed by message 24 hours prior to sailing of all personnel reporting TAD and of any last minute additions or cancellations to the initial request.

(2) Ensure personnel have uniforms in their possession including a working uniform. This includes personnel who have been on regular or emergency leave, hospitalized, or returned to San Diego from areas where travel in uniform is prohibited.

(3) Ensure all personnel report with orders in their possession except personnel returning from leave that did not require funding. Orders should include statements of any special tasks or assignments to be accomplished while at COMPHIBGRU THREE and whether member has service, pay, health and dental records in his possession.

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(4) Ensure careful review of personal situations prior to assigning TAD. If extensive time-off is required, it is suggested placing the member on leave. Additionally, personnel should have documentation of medical appointments, court hearings, etc. in their possession upon reporting.

(5) Ensure pay authorization messages are sent prior to payday for personnel not on DDS that report without pay record in hand. This should be done not only for personnel TAD to COMPHIBGRU THREE, but all personnel TAD from the command.

(6) Ensure arrangements are made for berthing prior to departure. Berthing on other PHIBGRU THREE ships that will be in port is preferred. When all avenues have been exhausted, a letter stating the same can be used to assign personnel to the BEQ. COMPHIBGRU THREE does not have permanently assigned rooms. BEQ reservations should therefore be made in advance.

(7) Personnel TAD to COMPHIBGRU THREE become a part of the shore establishment. Should legal issues arise (e.g., positive urinalysis taken prior to departure), the accused would have the option to refuse nonjudicial punishment. Therefore, personnel that have legal issues arise will be returned to the parent command for disciplinary action.

(8) Personnel returning from unauthorized absence, emergency leave, and reporting PCS while the ship is deployed will not normally be accepted by COMPHIBGRU THREE. Instead, they will be referred to TPU for travel arrangements.

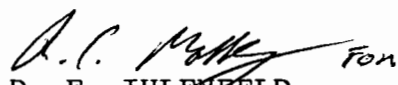
(9) TAD personnel who desire to work elsewhere, e.g., Naval Station, should have their TAD orders issued to that command. Personnel who are TAD to COMPHIBGRU THREE will have their work assignment determined by the Staff.

(10) All TAD personnel muster daily at 0730 at COMPHIBGRU THREE Headquarters.

5. Personnel TAD to COMPHIBGRU THREE are available for "loan" to PHIBGRU THREE ships on an as needed basis. PHIBGRU THREE ships are encouraged to make their request known to COMPHIBGRU THREE, N1.

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6. For additional guidance concerning personnel left behind TAD during underway periods/deployment, contact the Admin Officer at (619) 556-1467/autovon 526-1467 or the Assistant Admin Officer at (619) 556-1450/autovon 526-1450.

  
D. E. IHLENFELD  
Chief of Staff

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